



Program Administrator and Volunteer Coordinator

ORGANIZE | SUPPORT | COORDINATE | COMMUNICATE | MAKE A DIFFERENCE

About us:

West Coast Kids Cancer Foundation (WCK) exists to provide timely, practical support to respond to the needs of B.C. kids and their families, easing their way as they navigate childhood cancer and blood disorders. WCK is an ambitious, young, non-profit organization committed to challenging the status quo of support for families navigating childhood cancer/blood disorders.

About this role:

This role is perfect for the passionate change-maker. WCK has seen significant growth in our programs over the last several years. Reporting to the Executive Director, Shannon Hartwig, you will assist in supporting all program areas with your exceptional administrative prowess. You will have the opportunity to work alongside program staff and many skilled and passionate volunteers. This role is essential to our continued growth in supporting families across B.C navigating childhood cancer.

And you:

You have a knack for getting things done and whipping various pieces into shape. You understand firsthand the power of systems and the organization of the little things to reach big goals. You are skilled at taking the lead and juggling multiple priorities while staying calm, lighthearted and approachable. You see the potential in harnessing the right volunteer for the right task. You fit right into the relaxed culture of kindness, laughter and compassion that permeates WCK.

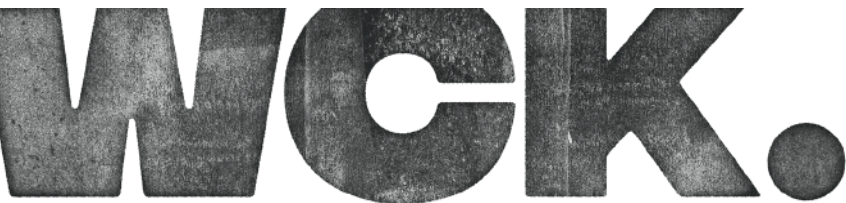
As a valued member of our team, you will:

Program Support

- Manage, organize and update Google drive folders and shared drives
- Oversee the ordering, organizing and inventory of WCK swag
- Update and organize family program registration
- Respond to and coordinate offers of in-kind donations for various programs
- Oversee and manage WCK communication systems (phone, email)
- Office management and liaising with WCK landlord
- Oversee program expense reporting, credit card reconciliation and invoice payment
- Manage shipment and receiving for Port Shirt and Connections programs
- Assist with HR contracts for short-term/summer staff

Volunteer Coordination

- Respond to volunteer inquiries
- Interview and screen volunteer applications
- Make recommendations for appropriate volunteer role placement
- Organize, update and manage volunteer records



- Support engaging, fun and meaningful volunteer orientation and recognition events
- Manage volunteer criminal record checks
- Create a volunteer newsletter with upcoming opportunities

What you bring to the role:

- Post-secondary education in a related field or previous experience in a related position
- Excellent written and verbal communication skills
- Experience working with Gsuite, Airtable, Clickup or similar project management and database systems
- Attention to detail and a love for organization
- High level of self-motivation and willingness to learn
- Excellent interpersonal skills are essential
- Experience dealing with sensitive situations where compassion and diplomacy are key
- A demonstrated self-starter and strong ability to work independently and collaborate with a dynamic, driven and growing team
- Valid driver's license and vehicle are an asset
- Up-to-date immunizations are required
- A clear Vulnerable Sector Criminal Records Check is required
- Secondary language skills are an asset

Compensation and Details:

- This position is 37.5 hours with three weeks of flexible paid time off
- Salary range is 48,000 - 52,000 annually
- Flexible, hybrid work from home/office model

To Apply:

We want to hear from you! To apply for the Program Support/Volunteer Coordinator position on the WCK team, please send a cover letter and resume to Shannon Hartwig, Executive Director, at careers@wckfoundation.ca, by December 12, 2022.

West Coast Kids Cancer Foundation is committed to equality, diversity and a welcoming and inclusive workplace. We thank all applicants for their interest; however, only short-listed candidates will be contacted for consideration.